



# Web Enabled Safety System



## **WESS** **Module 2A**

## **How To** **Access &** **Set Up An** **Account**



# Access To WESS

www.safetycenter.navy.mil

Access the internet via Internet Explorer 5.5 (or Higher) only.

Enter the Safety Center website.

In the left menu list, click on "WESS -Online Reporting."

The screenshot shows the Naval Safety Center website. At the top is a navigation bar with links: Checklists | Downloads | Instructions | Presentations | Site Map | Search. Below this is a secondary navigation bar with links: Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics. The main content area is divided into several sections. On the left is a 'Top Pages' section with a search box and a list of links including 'Photo of the Week', 'WESS - Online Reporting', '1,001 Success Stories', '2004 Safety Planner', 'Acquisition Safety', '50% Mishap Reduction', 'Exec. Safety Summary', 'Newsroom & Press Kit', 'N/MC Safety Council', 'Risk Management (ORM)', 'Safetyline eNewsletter', 'SafeTips', 'Spring Resources', 'Traffic Safety Toolbox', and 'What's New on our Site'. Below this is a 'Magazines' section with links for 'Approach' (Mar-Apr 2004), 'Sea&Shore' (Spring 2004), 'Mech' (Winter 2003), and 'Ground Warrior'. The central 'Safety in the Spotlight...' section features an article titled 'Shore Fire Departments Adjusting to National Fire Reporting System' with a sub-headline 'NFIRS National Fire Reporting System' and a photo of a firefighter. The article text says 'So just what is NFIRS and what can it do for emergency personnel?' and includes a 'More >>' link. Below this is a 'News & Articles' section with links to 'Hot! Sea&Shore Magazine Story Contest', 'Training Pays Off', 'Motorcycle Safety', 'Nightdippers' Celebrate 10 Years of ORM Excellence', and 'Pearl Harbor- No Restraints on Curbing Traffic Safety'. On the right side, there are three vertical menu sections: 'Shore Safety' (Explosives/Ordnance, Fire Data Analysis, High Risk Training, Motor Vehicle, Recreation, Tactical), 'Aviation Safety' (Aeromedical, BASH, Data Analysis, Maintenance, Operations), and 'Afloat Safety' (Diving, Submarine, Surface Warfare). At the bottom right is a 'Marine Corps Safety' section (Marine Safety Division, Marine Corps Instructions, Ground Warrior Magazine). A 'Services' section with a 'Site Map >>' link is at the bottom left of the main content area.

Naval Safety Center

Checklists | Downloads | Instructions | Presentations | Site Map | Search

Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics

**Safety in the Spotlight...**

**Shore Fire Departments Adjusting to National Fire Reporting System**

So just what is NFIRS and what can it do for emergency personnel?

**NFIRS National Fire Reporting System**

**Shore Safety**

- Explosives/Ordnance
- Fire Data Analysis
- High Risk Training
- Motor Vehicle
- Recreation
- Tactical

**Aviation Safety**

- Aeromedical
- BASH
- Data Analysis
- Maintenance
- Operations

**Afloat Safety**

- Diving
- Submarine
- Surface Warfare

**Occ. Safety & Health**

- Civilian Communities
- Lost Work Day Data
- Ergonomics
- Shore OSH
- Afloat OSH
- Ground/Marine OSH

**Marine Corps Safety**

- Marine Safety Division
- Marine Corps Instructions
- Ground Warrior Magazine

**Top Pages**

- Photo of the Week
- WESS - Online Reporting
- 1,001 Success Stories
- 2004 Safety Planner
- Acquisition Safety
- 50% Mishap Reduction
- Exec. Safety Summary
- Newsroom & Press Kit
- N/MC Safety Council
- Risk Management (ORM)
- Safetyline eNewsletter
- SafeTips
- Spring Resources
- Traffic Safety Toolbox
- What's New on our Site

**Magazines**

- Approach
- Mar-Apr 2004
- Sea&Shore
- Spring 2004
- Mech
- Winter 2003
- Ground Warrior

**News & Articles**

- Hot! Sea&Shore Magazine Story Contest** - Here's your chance to contribute to our new magazine.
- Training Pays Off** - Countless training flights pay off when weather turns hazy and crew has to rely of their training to make a tough landing.
- Motorcycle Safety** - A message sent by COMNAVSURFOR San Diego that should be read by everyone who rides a motorcycle, on or off-duty.
- 'Nightdippers' Celebrate 10 Years of ORM Excellence**
- Pearl Harbor- No Restraints on Curbing Traffic Safety**


**Services**

Site Map >>



# WESS Initial Login Screen

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**



**WESS**  
Naval Safety Center

**Activities**

User Name


Password

Login

[Request New Account](#)


[Reset/Forgot Password](#)

**WESS Version # 2.2.1**



**Web Enabled  
Safety System**

**WESS**



**US DEPARTMENT OF DEFENSE WARNING STATEMENT**

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564) during normal business hours, M-F, 0800 to 1630 EST/EDT.

Click on "Request New Account" to open the Registration Form.

The next screen to appear will be the Initial WESS System Login Screen.


New Users:  
Click "Request New Account"

Current Users:  
Enter User Name and Password

Need Password Hints? Click on "Forgot WESS Password"



# WESS Terms and Conditions



**WESS**  
Naval Safety Center

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

**WESS Account - Usage Terms and Conditions**

[▶ Help](#)

**TERMS AND CONDITIONS FOR WESS ACCOUNT REQUEST**

Ref: (a) OPNAVINST 5239.1A  
(b) SECNAVINST 5239.2  
(c) COMNAVSAFECENINST 5239.1D  
(d) SECNAVINST 5720.47 dtd 7/99

1. When accessing the Naval Safety Center's WESS system, I understand it is **MANDATORY** that I use all Information System (IS) **EQUIPMENT and SOFTWARE** in accordance with the above references, current copyright laws, and IS security guidelines established by the Department of Defense.

2. Passwords issued to individuals are unique identifiers of that individual's authority and privilege. The individual's assigned password will be the only allowable method of entering the AIS network through remote terminals. An individual's password is critical and must be protected by the individual who has the responsibility and the obligation to maintain his/her password integrity.

3. You are required to change your password after initial login and every ninety days thereafter. The rules for changing your password at initial login will be displayed when you select the 'Change Login Password' option on the first WESS menu.

4. Compromise or suspected compromise of a given password must be reported to the Information Assurance Manager (IAM) or Information Assurance Officer (IAO). The compromised password must be changed as soon as possible using the 'Change Password' option.

5. The information contained in this site is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.

Response ☒ Accept ☐ Decline

\* Indicates required field must be entered before proceeding to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

The Terms and Conditions for Access will appear. The regulations are outlined and rules regarding Passwords and Security, and the information needed to apply for an account.


Read the Usage Terms and then Click the "Accept" bubble and "Submit" to open the Registration Form.





# WESS User Registration Form

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **Request New User Account** [Help](#)

**Activities**  
[Return Home](#)

**NOTE:** Account requests will normally be processed by the end of the next business day (Monday - Friday).

[How do I request an account?](#)

**First Name \***

**Middle Name**

**Last Name \***

**Rate/Rank \***

**Position Title \***

**Office Code**

**Official Mailing Address:**

**Address 1 \***

**Address 2**

**City**

**State**

**Country \***

**Postal Code (or Zip Code)**

After accepting the Terms and Conditions, the New User Account Registration Form will appear.

Enter the User Information requested on the Registration Form. Mandatory entry fields are marked with an asterisk.

Scroll down to continue



# User Registration Form (Continued)

Official Email Address \*

Confirm Email Address \*

Telephone (include Area Code) \*

DSN

Request Justification \*

Challenge Question \*

Challenge Answer \*

Request WESS Disclosure \*  ☐ Yes ☒ No

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

At the bottom, select a "Challenge" Question from the drop down bar, and enter the answer that you will remember.

Click the button to indicate whether you need CD-ROM capability (e.g, Ships)

Click "Next"



# User Registration – WESS-DS

## WESS-DS Disconnected System CD-ROMs

WESS-DS is a MS Access database application which allows ships and field units, either lacking or having difficulty accessing real-time Internet capability, to enter and transmit reports to the Safety Center via E-mail attachments. An accurate mailing address on the registration form is essential to ensure receipt of the CD-ROM. WESS-DS can also be downloaded from the Safety Center's web site.

Request WESS Disconnected System CD (CD's are Limited to Fleet and Field Units Who Lack Internet Access.) \*

☐ Yes  
☒ No

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Indicate whether you need CD-ROM capability (e.g, Ships)  
Click Next



# Unit Identification Code

## afety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Command UIC

[▶ Help](#)

**UIC** (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

**Detachments** - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

**Ships and Submarines** - Omit the preface of USS (RONALD REAGAN, OHIO)

**Shore** - Use root word of activity (safety, hospital, exchange, base) or activity location

**Squadrons** - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

**Reserve Units** - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

**Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.**

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

**Note:** You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

\* Indicates required field. Must be entered before moving to next screen

**CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.**

Next enter the Numeric Command Code or a complete or partial activity name, Acronym or PLAD and Click on "Search".





# User Command Search By UIC

**UIC** (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

**Detachments** - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

**Ships and Submarines** - Omit the preface of USS (RONALD REAGAN, OHIO)

**Shore** - Use root word of activity (safety, hospital, exchange, base) or activity location

**Squadrons** - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

**Reserve Units** - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

**Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.**

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

**Note:** You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

## Select Activity

to no selection

◉ NAVAL SAFETY CENTER NORFOLK VA - N63393

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

WESS will search  
for the  
information you  
entered and  
compile a list of  
corresponding  
Command  
Names or  
UIC/MCC/RUCs.

Click on the  
bubble adjacent  
to your selection,  
and

Click "Next"

# UIC Search By Command Name or Fragment

Search Tip: The asterisk (\*) Wild Card is Useful when searching by text. Note that “Naval Center” locates only commands having those exact words in sequence, e.g. “Naval Center for Excellence”.

“Naval\*Center” locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval Safety Center, etc.

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

## Select Activity

to no selection

- ☐ NAVAL DISTRICT WASHINGTON PUBLIC SAFETY - N33355
- ☐ NAVAL ORDNANCE SAFETY & SECURITY INDIAN HEAD - N68963
- ☐ NAVAL SAFETY CENTER NAS - MM3253530
- ☒ NAVAL SAFETY CENTER NORFOLK VA - N63393
- ☐ NR NAVAL SAFETY CENTER NAVAL AIR RESERVE - N83760

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

Click “Next”

# Account Request Summary

## Request New User Account Summary

An email requesting email address verification will be sent to you. Once you have verified your email address, your request will be forwarded to your Safety Authority for approval. Once your Safety Authority approves the request, you will receive a confirmation email message from the WESS Administrator. This will provide a unique user id and temporary password. The email will also include system access instructions. Account requests will normally be processed by the end of the next business day (Monday - Friday).

**First Name \***: Izzy

Middle Name: Un

**Last Name \***: Safey

**Rate/Rank \***: GS-15

**Position Title \***: OSH Specialist

Office Code: 20

**Command Name \***: NAVAL SAFETY CENTER NORFOLK VA N63393

**Address 1 \***: Naval Station

Address 2: 1 Cold Iron Way

City: Anywhere

State: CF

**Country \***: USA

Postal Code (or Zip Code): 99999-0000

**Official Email Address \***: izzy.safe@navy.mil

**Telephone (include Area Code) \***: 800-555-1212

DSN: 999-1212

**Request Justification \***: Injury & Illness Reporting & Recordkeeping

**Challenge Question \***: What is your pet's name?

**Challenge Answer \***: Fido

**Request WESS Disconnected System CD \***: No

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

The Application Form is now complete and a Summary of the User Information is Displayed.

If any of the Data was Entered incorrectly, go Back and Correct it.

Then Click "Continue".



# Email Verification Notice

From: NRFK\_SAFE\_WESSAdmin  
To: Almond, Charles M NAVSAFECEN  
Cc:  
Subject: WESS Account Request - Do Not Reply

Sent: Mon 5/10/2004 11:18 AM



**DEPARTMENT OF THE NAVY**  
NAVAL SAFETY CENTER  
375 A STREET  
NORFOLK, VIRGINIA 23511-4399



**From:** Naval Safety Center, Norfolk

**To:** "User Name"

**Subject:** WESS Account Request Confirmation

The Naval Safety Center has received your request for a WESS account. Your request will be routed through the approval chain. Charles, we will notify you when your account has been established. **Please click the following link to verify your e-mail address:**

[Confirm Email](#)

Please note that your account request will not be processed until you verify your e-mail address.

**The Naval Safety Center**  
WESS Administrator

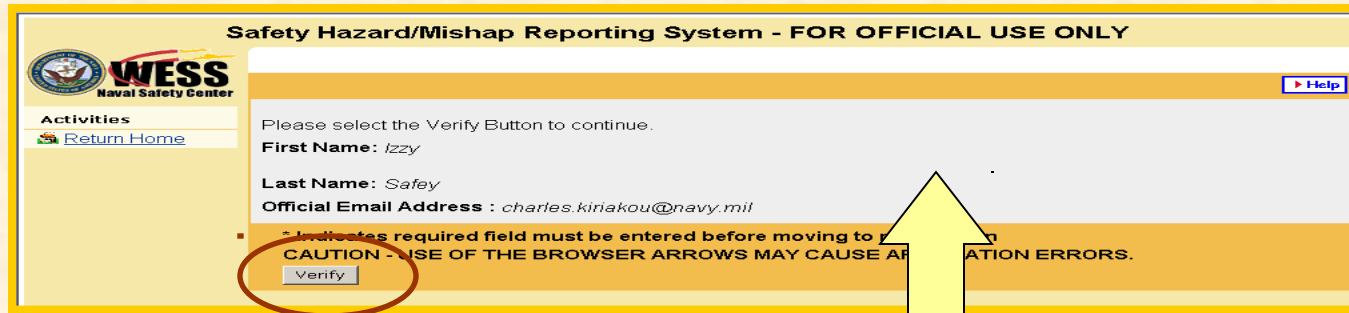
WESS will begin to process your account request. You may close your web browser now, if you wish.

You will first receive an Email to your Outlook Email Address asking you to confirm that the Email Address is Correct.


Click "Confirm Email" and an automated reply will be sent.



# Email Address Verification



**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 [Return Home](#) [Help](#)

Activities

Please select the Verify Button to continue.

**First Name:** Izzy

**Last Name:** Safey

**Official Email Address :** *charles.kiriakou@navy.mil*

\* Indicates required field must be entered before moving to next screen.

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Clicking the confirm email link opens your web browser and The WESS Email Verification screen will appear.

If the address shown is correct,

Click "Verify".



# Thank You For Your Account Request

From: NRFK\_SAFE\_WESSAdmin  
To: Almond, Charles M NAVSAFECEN  
Cc:  
Subject: Email confirmed for Charles Almond - Do Not Reply

Sent: Mon 5/10/2004 11:21



**DEPARTMENT OF THE NAVY**  
NAVAL SAFETY CENTER  
375 A STREET  
NORFOLK, VIRGINIA 23511-4399



**From:** Naval Safety Center, Norfolk

**To:** "User Name"

**Subject:** E-mail Address Verified

Thank you for verifying your e-mail address. Your request has been forwarded to your safety authority, Charlie Kiriakou, at [charles.kiriakou@navy.mil](mailto:charles.kiriakou@navy.mil). After your safety authority approves the request, you will receive a confirmation e-mail containing the status of your account request.

Thank You,

**The Naval Safety Center**  
WESS Administrator

WESS will receive the Email Verification Notice and will send Confirmation that the Request has been forwarded to Your Activity Safety Authority for Approval.

You may close your Browser and the WESS site at this time and await further Email Notification.



# Command Approval Notice

From: NRFK\_SAFE\_WESSAdmin  
To: Almond, Charles M NAVSAFECEN  
Cc: Kiriakou, Charles M. CIV NAVSAFECEN 50B  
Subject: WESS Account Request Status - Do Not Reply

Sent: Mon 5/10/2004 11:40 AM

**DEPARTMENT OF THE NAVY**  
NAVAL SAFETY CENTER  
375 A STREET  
NORFOLK, VIRGINIA 23511-4399

**From:** Naval Safety Center, Norfolk

**To:** "User Name"

**Subject:** Wess Account Request

Your safety authority has approved your request for a new WESS account. The request has been forwarded to the WESS administrator for final approval and account creation. Charles, you will receive an e-mail message at charles.almond@navy.mil after the account is created.

**The Naval Safety Center**  
WESS Administrator

Once your Command Safety Authority approves your request, WESS will send another Status Notice to your Outlook Email account.

WESS will now establish your Account.



# Your WESS Account Is Activated

From: NRFK\_SAFE\_WESSAdmin  
To: Almond, Charles M NAVSAFECEN  
Cc:  
Subject: WESS Information - Do Not Reply

Sent: Mon 5/10/2004 11:42 AM

**DEPARTMENT OF THE NAVY**  
NAVAL SAFETY CENTER  
375 A STREET  
NORFOLK, VIRGINIA 23511-4399

**From:** Naval Safety Center, Norfolk

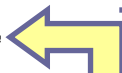
**To:** "User Name"

**Subject:** New WESS Account Created

The Naval Safety Center has created a WESS account for you. To access the account, please use the following user name and password:

User Name: **cmalmond**

Password: **g7pEY39XYBma92e**



Please note this is a temporary password and is not to be used after 14 days. If you don't change

**User Tip:** To Avoid Retyping,  
Highlight and Copy Your Temporary  
Password.

Then, Log in to WESS and Paste it  
into the Password space.


Once WESS has established  
your account, a Final Email  
will be sent to you,  
containing your new USER  
NAME and a TEMPORARY  
PASSWORD.

This Password will only  
remain active for 14 days.  
You may now log in to the  
WESS system and you will  
be prompted to  
immediately change your  
Password.



# Initial Access to Your Account

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

 **WESS**  
Naval Safety Center



**Activities**

User Name

Password

[Request New Account](#)  
[Forgot WESS Password](#)

**WESS Test Version #: 1.1.6**

 **Web Enabled Safety System** **WESS** 

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Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (D)

**User Tip:** To Avoid Retyping,  
Highlight and Copy Your Temporary  
Password.

Click on "Login" to Enter WESS.

To Log In to WESS for the  
first time, enter your USER  
NAME and your TEMPORARY  
PASSWORD.

This Password will only  
remain active for 14 days.

When you Log in to WESS,  
you will be prompted to  
immediately change your  
Password.



# Selecting a New Password

When the User Account Application is processed, the system will generate an Account Notification Form.

The Reply will indicate the USER ID and a Temporary Password, which must be changed to a Password of the User's choice within 24 Hours.

The New Password must have the following Characteristics:

- Must be at least 8 characters in length
- Must contain at least one Upper Case character
- Must contain at least one Lower Case character
- Must contain at least one Numeric character, and
- Must contain at least one Special character (e.g, \*,@,\$

or &)





# Your WESS Account Is Activated

Department Of The Navy Web Enabled Safety System - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://26yourchoice%3Dyes%26workflow\_index%3D1&COMMAND\_command\_0=+Yes+&PARAMS\_command\_1=model%3DeamLogin%26yourchoice%3Dno%26workflow\_index%3D1

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Change Password for User Account "User Name"

**WESS**  
Naval Safety Center

**Activities**

- [Return Home](#)
- [Maintain Account](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 8 characters, contain at least one upper case letter, at least one lower case letter, at least one numeric character, and at least one special character, i.e., [!@#%&\*()\_~\|/ \":'<>^?]

Enter Old Password:

Enter New Password:

Verify New Password:

**User Tip:** To Avoid Retyping, Highlight and Copy Your Temporary Password.

Then, Log in to WESS and Paste it into the Password space.

On your first successful Login, WESS will prompt the User to Change the TEMPORARY PASSWORD.

Enter your TEMPORARY  
PASSWORD, create and  
confirm a New Password.

The Password must meet the format required in the New Account Notification.

Click “Submit”


# Logging in to the WESS System

WESS will process your new password and return you to the Login Screen.

In the left frame, Enter your User Name & the New Password you selected, using the Tab key or clicking on the spaces.

Click on "Login".

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**



**Activities**


User Name

Password

[Request New Account](#)


[Forgot WESS Password](#)

**WESS Test Version #: 1.1.6**



**Web Enabled  
Safety System**

**WESS**



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Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)



# More Modules

For information on Maintaining Your Account,

[Continue to Module 2-B.](#)

To learn about the Initial Class A/B Mishap Notification  
process,

[Continue to Module 3](#)



[Back to Table of Contents](#)

